**Quote Report**



[Name of Project]

|  |  |
| --- | --- |
| Reference No: | [Reference Number] |
| Date of Release: | [Date, Month, Year] |

[Name of Agency]

Contact Officer

[Contact person email address]

QUOTE CLOSING TIME: [Time] (CI Time) [Day, Date, Month, Year]

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**Background**

# Background/Brief Description of Purchase

[Provide a brief description of what is being purchased, funding source, purpose and how long the project is intended to run and benefits to the Cook Islands Government]

**Mark Applicable Quote:**

1. Quote for Goods □
2. Quote for Goods & Services □
3. Quote for Consultancy □
4. Quote for Construction □

# Appropriation/Funding Details for Purchase

[Provide brief details on appropriation/funding for this purchase]

# Other Relevant Details:

[List any other relevant details, if necessary to this section.]

**Quotation Process**

[State procurement method and provide a brief background on how/why the procurement method was used. State if an EOI was conducted or not, how as information disseminated to services providers or to the market, etc]

# List of Quotes Received and Amounts

List of Quotes Received and Amounts, and conformity status:

|  |  |
| --- | --- |
| **Name of Tenderer** | **Amount (Excl VAT)** |
|  |  |
|  |  |
|  |  |

[Please provide reasons if unable to provide 3 quotes]

Advertising started on the [Date, Month, and Year] via:

1. [List public media used]

2.

3.

Please note that the quote request was advertised within the requirement minimum of 10 working days.

Quote Closing Date: [Day, Month, Year, and Time]

Extended Quote Closing Date (If applicable): [Day, Month, Year, and Time]

# Staff Members Responsible

Include details of all those agency staff members involved in the quotation process.

*Staff Responsible consists of:*

1. *[List names and position/title]*
2. *[List names and position/title]*
3. *[List names and position/title]*

*List Supporting/Technical Advisors (if applicable)*

*[Please confirm if all members have signed a conflict of interest and confidentiality form. If members have identified a conflict of interest please explain how these will be mitigated]*

# Evaluation Comments

Include evaluation of quotes obtained in the quotation process. Each quote needs to be evaluated against one another and it is unlikely the highest quote received will be approved. If the highest quote received is selected the reason for this selection needs to be properly justified.

1. [Highlight any relevant comments made while assessing quotes received]
2. [Highlight any potential risk]

**Recommendation**

# Name of Successful Quote and Amount

**Name:**

**Amount:**

# Describe preference in selection e.g. cost, quality, timeliness etc:

Provide a brief description on the preference for selecting the successful tenderer.

Provide a summary of the recommendations highlighting the successful bidder and contract price.

Include any other comment that is relevant to the final recommendation.

# 

# Head of Agency Endorsement

The Head of the Agency accepts the report and acknowledges that the evaluation process is in compliance with the Cook Islands Government Procurement Policy 2016.

Certified True and Correct:

|  |  |  |
| --- | --- | --- |
| **Name** | **Signed** | **Date** |
| **[Name]** ,  [Position] |  |  |